

Administrator, Outpatient Behavioral Health Services:#R00006

DUTIES: To provide administrative, management, and development support to Outpatient Behavioral Health Services. This includes administrative supervision, programmatic development and continued quality improvement for behavioral health clinical services. Pursues “best practices” alignment of Outpatient Behavioral Health Services including the development of intensive outpatient services and expanded utilization of telebehavioral health. Although the Administrator, Behavioral Health Outpatient Services supervises the Clinic/Program Directors of Clinic II and Juneau Behavioral Health and the CFSW Treatment Supervisor, these positions will have the same access to the Director of BH as the residential program directors. This will be achieved through regularly scheduled meetings. **MINIMUM REQUIREMENTS:** Master’s degree in Human Services, Public Health Administration, or related field; education utilized in providing management and program direction. Identified training in three or more of the following fields; organizational development, public health management and administration, clinical work in the mental health and/or substance abuse fields and program development. Minimum of (3) Years of experience in a patient care setting plus a minimum of three years supervisor experience two of which include clinical and/or in social services/public health field. **KNOWLEDGE, SKILLS, AND ABILITIES:** Administration and management: Knowledge of business and management principles involved in planning, resource allocation, leadership technique, and coordination of people and resources. Therapy and Counseling: Knowledge of principles, methods and procedures for diagnosis, treatment and rehabilitation of behavioral disorders, impairment, and dysfunctionality. Customer Service: Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Human Resources-Knowledge of principles and procedures for personnel recruitment, selection and training.